

EXHIBIT C



CITY of NAPA

CLASS SPECIFICATION

CLASS TITLE: Assistant City Manager for Administrative Services

DEFINITION: Under administrative direction, provides staff assistance to the City Manager in the conduct of all phases of City business, relieving the City Manager of a variety of administrative detail. The incumbent coordinates the City's labor relations process; acts as a representative of the City Manager internally, before Council, committees and outside organizations, and serves as a member of the City's executive team.

DISTINGUISHING CHARACTERISTICS: Reporting to the City Manager, this position exercises considerable independent judgment in planning, implementing, developing, conducting and coordinating major studies and projects with City-wide implications. The Assistant City Manager has primary responsibility for City-wide labor relations activities, and oversees the City-wide Information Technology function. The incumbent assists assigned City department heads with a variety of administrative problems, and provides indirect supervision of assigned senior management, professional and technical staff.

TYPICAL TASKS: Duties may include, but are not limited to, the following:

1. Plans, organizes, directs and supervises the activities of assigned staff; directs and controls the administrative activities of the city-wide Information Technology function through subordinate staff; directs and participates in the development and implementation of goals, objectives, policies, procedures and priorities and to ensure project and program objectives are met.
2. In cooperation with the Finance Director, supervises the city-wide budget functions to include preparation of all planning documents, compilation and analysis of operating department work programs and budget requests, facilitation and coordination of council budget review and related public hearings, production of final budget document and mid- and year-end budget review.
3. Conducts studies and surveys on difficult administrative and operational matters and analyzes data, evaluates alternatives, makes recommendations and prepared reports of findings; coordinates all labor negotiations with the City's employee associations and addresses issues associated with the implementation and interpretation of Memorandums of Understandings with these associations.
4. Develops, conducts, directs, coordinates and brings to successful completion major, long-term projects and studies with City-wide implications; conducts analytical studies and research of City policies and procedures, program services, organizational structure and community issues and problems that require the analysis of an issue and formulation of recommendations and preparation of reports for the City Manager.
5. Assists with the provision of directing and coordinating the resolution of various administrative and policy issues within and among various departments; confers with varied management staff regarding procedural and operations matters, providing administrative counsel, policy interpretation and support.

6. Responds and addresses a variety of citizen complaints and concerns and explains City policies, procedures and services to the public.
7. Serves as liaison and represents the City Manager at various meetings of community organizations, boards, commissions and governmental agencies; attends meetings of the City Council and other organizations and agencies as required; makes presentations to the department managers, City Council, community organizations and other governmental agencies on various issues and topics.
8. May perform selected administrative studies, organizational and program analysis; reviews and prepares responses to various State and Federal legislative proposals.
9. Monitors developments related to City management matters; evaluates their impact upon City operations and recommends policy and procedural improvements; may administer specific grant and program areas.
10. Provides varied staff support to the City Manager and serves as Acting City Manager on a relief basis.

MINIMUM REQUIREMENTS:

A typical way to obtain the requisite knowledge and abilities would be: Four years of progressively responsible and varied experience in public administration coupled with the equivalent to graduation from college with emphasis in public administration or a closely related field; a master's degree in public administration and top level municipal management or administration experience in a City/County Manager's Office would be preferred.

Knowledge of: principles, practices and techniques of public administration including the operations and functions of a municipal government; administrative principles and methods, including goal setting, program development and implementation, budget preparation and administrations and supervision; applicable state and federal laws and regulations; public finance and policy development principles; principles of statistical method and graphic presentation; general purchasing and office management principles and procedures.

Ability to: plan, organize, direct, coordinate, review and evaluate major studies with City-wide implications; develop, implement and interpret policies, procedures, goals, objectives and work standards; analyze complex problems, evaluate alternatives and make creative recommendations; deal constructively with conflict situations; exercise sound independent judgment within general policy guidelines; establish and maintain effective working relationships with department heads and others contacted in the course of the work; represent the City effectively in meetings with others; and prepare clear, concise and competent reports, correspondence and other written materials.

Special Requirement: Possession of a valid California Class C Driver's License. This is an exempt, at-will position.

Established 5/96

Revised 3/07

Department Manager's Signature